

Employment Opportunity with the State of Minnesota

Date Posted: 05/17/2010 Closing Date: 06/01/2010

Job Classification: HOUSING DEVELOP OFF SR

Class Option: Single Family

Working Title: Business Development Team Lead

Hiring Agency: Housing Finance Agency

Location: St. Paul

Salary Range: \$ 21.40 - \$ 31.58 hourly

Who May Apply: Open to all qualified job seekers.

Posting Number: 10HFA000004

Work Shift: Day Shift

Travel Required: yes

Days of Work: Monday-Friday , 8:30 am-5:00 pm

Employment Condition: Permanent, Full-time

Classified Status: Classified

What's Great About This Job: This is professional advanced level work for the Housing Finance Agency in the delivery of government sponsored housing to low and moderate income individuals and families throughout the state.

Job Duties: Typical work assignments may include some or all of the following:

- Act as Team Leader for the Community Business Development Team. Direct day to day work and operations of the team. Provide guidance, instruction and leadership for team members.
- Provide coaching and mentoring to staff on issues such as resolving customer problems, attaining sales goals and developing/maintaining business relationships.
- Develop and execute targeted sales strategies to meet production goals for Homes Division mortgage and home improvement products through the direct solicitation of lenders, real estate agents and other partners.

- Oversee Divisional participation in promotional events such as housing fairs and real estate conferences. Develop multiple learning opportunities for team members to participate in promotional events.
- Oversee execution of the Real Estate Partners continuing education program.
- Assist in the development of program policy and processes to maximize program impact and achieve goals.
- Act as a Homes Division representative to an assigned Regional Housing Advisory Group region. Seek out business opportunities and complete assigned region visits. Solicit lender participation and partner collaborations and provide ongoing technical assistance to customers within the region.
- Develop and conduct program informational and promotional sessions for a variety of audiences.
- This position requires periodic local and regional / overnight travel in Minnesota.

**Minimum
Qualifications:**

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED

- A Bachelor's Degree in a business field
- Experience in product sales in the banking or home mortgage field is required.
- Strong communication (written and verbal)
- Collaboration/salesmanship and problem solving skills are a must.
- Establish an effective working relationship with governmental non-profit, and business organizations as well as general public.
- Prepare and evaluate sales data and reports relating to various housing programs

- Real estate laws, MHFA, FNMA, FHA, VA programs, regulations and banking laws related to real estate laws.

Requires a Class D Driver's License: a single unit vehicle with a gross vehicle weight of less than 26,000 pounds. This is a basic driver's license. Operators may also tow vehicles/trailers as long as the a gross combination weight does not exceed 26,000 pounds.

Requires occasionally lifting such articles as file boxes and sales materials or heavier computer equipment with help from others and/or lifting and carrying light objects frequently. Even though the weights being lifted may only be a negligible amount, a job is in this category may require walking, presenting or standing to a significant degree or may involve sitting most of the time with a degree of loading and unloading sales materials for expos and conferences.

**Preferred
Qualifications:**

- Familiarity with the Minnesota housing market, lending institutions and competing loan products is preferred.
- Supervisory or team lead experience is desired.

- Ability to motivate a team using a variety of strategies
- Ability to recognize a team's business skills and strengths and allocate those strengths effectively to meet business goals.
- Thorough knowledge of federal and state laws pertaining to housing delivery systems.

Selection Process: The selection process is a resume-based, skill-matching process. Resumes of all applicants to this posting will be evaluated against the Minimum Qualifications stated above. If your skills match the required skills for this position, the department may contact you.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another.

How to Apply: You are strongly encouraged to submit your resume to the database through the online Resume Builder at <https://statejobs.doer.state.mn.us/ResumeBuilder>. You may copy and paste your existing resume or let the software create a resume for you. You may edit your resume later should your contact information or experience change. The Resume Builder also collects your work preference information so we can match you with this posting and future job openings to which you apply.

If you have already submitted a resume to this database within the last 12 months that clearly identifies your knowledge, skills, abilities, and experience, you do not need to submit another. However, to ensure consideration for this position, both new and returning applicants need to apply directly to this posting number by checking the Apply for this job box found near the top of this announcement.

Current State Employees: Please note that employment provisions (including but not limited to seniority and leave accrual) vary among the three branches of Minnesota State government. When considering a job with another branch of state government, you are highly encouraged to explore these differences. For assistance, please direct questions to both your current and anticipated Human Resources offices.

If you wish to apply with a paper copy, submit your resume AND a completed State of Minnesota Employment Application form to: Minnesota Management Budget (MMB), 400 Centennial Office Building, 658 Cedar Street, St. Paul, MN 55155. Be sure to indicate the posting number of this job on your application. The paper application is available on the State Employment Web and MMB web sites, at any state agency HR office, or by calling 651-259-3637.

Contact for more Patrick Wenum , patrick.wenum@state.mn.us 651-215-5976

info:

Affirmative Action/ Equal Opportunity Employer

This information can be made available in alternative formats to individuals with disabilities by calling (651) 259.3637 or (651) 282-2699 (TTY).